ALABAMAWebmail

STATE OF ALABAMA GOVERNMENT EMAIL SYSTEM

# Keep Track of Read Receipts In Outlook

02/19/2004

# Keep Track of Read Receipts in Outlook

Instead of manually moving each "read" or "not read" receipt to its own folder, use the Microsoft Outlook Rules Wizard to help you automatically process and organize these messages.

**To create a rule for read receipts**

1.     On the **Tools** menu, click **Rules Wizard**.

2.     In the **Rules Wizard** dialog box, click **New**.

3.     In the next dialog box, select **Start creating a rule from a template**.

4.     Select **Move messages based on content**.

5.     In the **Rule description** box, click **specific words**.

6.     In the text box, type **Read:**, click **Add**, and then click **OK**. If this is a rule for "not read" receipts, type **Not read:**.

7.     In the **Rule description** box, click **specified**.

8.     Under **Choose a folder**, locate the folder where you want the "read" (or "not read") receipts to go to, and select it. Then click **OK**.

   **Note**  You can also click **New** to create a special folder for this purpose (instead of choosing an existing folder).

9.     Click **Finish**, and then click **OK**.